

CITIZEN'S TRANSPORTATION OVERSIGHT COMMITTEE

Meeting At The

Regional Public Transit Authority Office

MEETING MINUTES

December 13, 2005

A Citizen's Transportation Oversight Committee (CTOC) meeting was held at the Regional Public Transit Authority, 302 North 1st Avenue, Suite 700, Phoenix, Arizona on December 13, 2005 with Chairperson Roc Arnett presiding.

Members Present:

Roc Arnett, Chairperson
Terry Rainey, Maricopa County District 1
Jim Lykins, Maricopa County District 2
Nelson Ladd, Maricopa County District 3
George Davis, Maricopa County District 4
Jack Lunsford, Member at Large

Members Absent:

None

Others Present:

Edward Johnson, Citizen
Kwi Kang, ADOT
Jim Dickey, ADOT
Jim Book, RPTA
Bryan Jungwirth, Valley Metro/RPTA
Sylvia Simpson, RPTA
Pat Dillon, RPTA
Mike Sabatini, MCDOT
Eric Anderson, MAG
Elizabeth Neville, ADOT
William "Blue" Crowley, Citizen

Bill Hayden, ADOT
Dan Lance, ADOT
D. D. Barker, Citizen
Jack LaSota, RPTA
Paul Hodging, RPTA
Rick Simonetta, RPTA
Brian Townsend, Senate
Dave Boggs, RPTA
Susan Tierney, Valley Metro
Sandra Quijada, ADOT

1. Call To Order:

Chairperson Arnett called the Citizen's Transportation Oversight Committee meeting to order at 4:00 p.m.

2. Approval of Minutes, October 4, 2005:

Chairman Arnett asked for a motion to approve the minutes of the October 4, 2005 meeting. Mr. Lunsford moved to have the minutes approved.

Mr. Ladd stated he was approached by Blue Crowley at the last meeting who said the minutes did not completely represent his views.

Chairperson Arnett asked if corrections to the minutes were necessary.

Mr. Ladd suggested future speakers submit written summaries of their comments for inclusion in the minutes.

Mr. Ladd seconded the motion to approve the minutes.

Mr. Crowley said the Committee was out of federal guidelines when he was not permitted to speak on the action items. He stated he spoke on four different bullet items, noting he spoke as fast and quickly as he could; however, his comments appear in the minutes as one paragraph. He said he does not see where the public has input into this process. He stated, since this is a citizens committee and its members are appointed public officials, the citizen input they get is supposed to be reflected. He asked the members if they see where each of his bullet points is referenced to each of the action items. He said they are not, explaining it is listed as one paragraph. He said the comments he made concerning Proposition 400 couldn't be related into the system if they are not completely captured in the minutes.

Chairperson Arnett asked Mr. Crowley to submit his bullet points for the record. Mr. Crowley stated he is dyslexic; therefore he would like staff to write his comments out on his behalf.

Mr. Lunsford said staff captures the basic points or essence of the comments and the minutes are not intended to reflect a verbatim transcript of the meeting. He noted the Committee's guidelines for conducting meetings are under State Statute.

Mr. Crowley stated the Committee is also subject to TEA-21 that says he is allowed to comment on any action item. He said he was not given the opportunity to do so during the item and he had to do so during Public Comment.

Chairperson Arnett reiterated his suggestion that Mr. Crowley submit written copies of his comments if he wants to ensure all of his comments are included in the record.

Upon a call for the question, the motion passed unanimously.

3. Regional Public Transit Authority Report:

Dave Boggs, RPTA Executive Director, provided members with a booklet that includes sections regarding statutes, Proposition 400, the Transit Life Cycle Policies, and a variety of other handouts. He displayed a picture of a bus similar to 10 they recently purchased and expect to receive in July 2006. He said they are also buying 52 new 40 foot buses that will arrive in April and 20 Golden Gate buses. He identified members of the Valley Metro Board of Directors. He reviewed the organization's responsibilities, stating they partner with both public and private entities, promote a positive response to transit through marketing events, provide operating and long-range planning services, and do a great deal of public outreach. He stated they also provide public transit and transportation alternatives for the greater Phoenix metropolitan area, and regional transit planning services, including long range and short range planning, environmental studies, socio-economic data collection and transit modeling. He said their agency also works closely with the City of Phoenix who is the designated grant recipient for federal funding. He stated, furthermore, they collect data for the region, provide public and media outreach assistance, and provide additional funding for capital planning, and the operations and maintenance of

facilities. Mr. Boggs explained, under Proposition 400, RPTA is fiscally responsible for the rail capital program funded by Public Transportation Funds, while Valley Metro Rail is the designated lead agency for the rail capital program and is responsible to provide RPTA with documentation supporting their expenditures. He said RPTA provides administrative services and RPTA and Valley Metro Rail cooperate on intermodal facility planning, corridor studies, joint public outreach and securing federal discretionary funding. He stated Proposition 400 and the effort put forth by CTOC members allows them to take steps that have not been possible in the past.

Mr. Boggs explained Proposition 400 was approved by the voters in November 2004 and reauthorized the ½ cent sales tax to fund construction of the regional freeway system. He noted they used to receive approximately \$7 million a year for transit programs, but now receive about \$100 million per year. He said the plan describes over \$5.8 billion in regional investments in transit over the 20 year life of the plan and includes a more than three-fold increase in bus service region-wide, a new “Super Grid” regional bus network, and expands the express bus system. He identified improvements included in the plan, stating it calls for a strengthened local transit network. He said benefits of the plan include a consistent level of transit service across jurisdictions, extended transit service to communities that currently have none, an expanded Bus Rapid Transit System, 13 new park and rides in the region, and 27.5 additional miles of LRT extensions. He said the RTP represents over \$15 billion in transportation investments, including over \$5 billion in regional investments in transit.

Mr. Boggs stated Valley Metro and RPTA were charged with the responsibility of implementing the life cycle program in coordination with MAG. He said their Board has adopted a financial model, guiding principals, and policies and their staff is working on the detailed procedures to implement the guiding principals and policies. He identified the following guiding principals, 1) A defined and consistent process will be established to implement the voter approved Plan; 2) A defined and consistent process for Plan amendments and changes will be established; 3) Funding allocations will be regularly monitored and managed; 4) A defined and consistent process will be established to ensure that legislative compliance audit, reporting, and performance requirements are met; 5) Budgeting and accounting systems will be established to manage Public Transportation Funds and monitor and report results; and 6) Jurisdictional equity will be monitored annually over the 20 years. He noted the first guiding principal overrides all other principals.

Mr. Boggs said they are in the process of defining performance measures with the assistance of a consultant. He explained RPTA provides input to MAG for the transit element of the Annual RTP Report and the Valley Metro Operations and Capital Committee will monitor system performance and the implementation of RTP projects. He stated the Financial Oversight Advisory Committee will ensure the financial integrity of the RTP. He stated they will provide a number of different monthly and annual reports.

Mr. Boggs said they are currently focused on three specific projects, developing a Strategic Plan and reviewing the organization in terms of staff assignments, appropriate staffing levels and staff capabilities to implement the new direction; a Human Resources and Compensation Review that will evaluate all compensation elements and options as well as recruitment, performance evaluation, recognition, and other related policies; and a Business Policy and Practices Review that looks at all business functions, policies and procedures as well as contractor performance measurements and the adequacy of information systems.

Mr. Boggs identified planning studies scheduled for 2006, including the Main Street BRT Corridor Study, the Express Bus/Freeway BRT Operating Plan, the Regional Safety and Security Plan, the Service Effectiveness/Efficiency Study, Regional Park and Ride Planning, a Regional Dial-a-Ride Study, Bus Stop Program and Standards, and a Regional 700 Mhz Radio Study.

The following questions and comments were made:

- Mr. Lunsford asked about the makeup of the committees. Mr. Boggs explained each member agency is asked to provide a name, noting they have asked specifically for people with financial backgrounds to serve on the Financial Committee. He said he serves as an ex-officio member on the Committees. He stated the committees will make independent recommendations to the RPTA Board, noting he will explain to the Board if he disagrees with the Committee's recommendations.
- Mr. Ladd asked if CTOC members will receive a summary of how the committees arrived at their recommendations. Mr. Boggs offered to provide CTOC members with whatever information they want.
- Chairperson Arnett commended Mr. Boggs on the quality of his presentation.
- Mr. Rainey asked how many buses will be retired from the system. Mr. Boggs said they are currently looking at that issue, but they anticipate retiring 20 to 30 buses. He stated their removal from the system will be phased, explaining they may need to keep some of the buses longer than they had hoped so they can get rid of some leased buses. Mr. Rainey asked about the depreciation schedule on buses. Mr. Boggs offered to share with the CTOC members their 20 year plan that shows when all equipment tied to the \$1.5 billion in funding is scheduled to be retired.
- Chairperson Arnett asked how concentrated is the trip reduction program. **Bryan Jungwirth, RPTA**, explained the Trip Reduction Program is a Maricopa County Ordinance that affects every business with 50 or more employees at a single worksite. He said they work with employers to develop demand management programs with the goal being to achieve their goal of a 10 percent reduction each year until they reach a 60 percent single occupant vehicle rate.
- Chairperson Arnett asked how many employees they have to implement and administer the Trip Reduction Program. Mr. Jungwirth said they currently have six full time employees.
- Chairperson Arnett asked if their current fleet of 273 vans is expected to increase to 1,200 under Proposition 400. Mr. Jungwirth responded yes. Chairperson Arnett asked Mr. Jungwirth to briefly review the timetable for implementation. Mr. Jungwirth said demand has increased significantly due to the increased cost of gas. He stated they have also done a number of outreach programs, offering three months' of free rides and cash incentives to recruit riders. He stated they currently have one full time Vanpool Manager and contract out most of the vanpool operations to VPSI who has three full time employees. Mr. Boggs noted they are also looking at staffing in terms of matching the 20-year plan.
- Chairperson Arnett asked Mr. Boggs to provide a short Executive Report by the end of the first quarter 2006, outlining when the additional buses, dial-a-ride vehicles and vanpool resources will come online.
- Chairperson Arnett expressed concern about the performance measures mentioned on Page 9, asking if the measures have already been identified. Mr. Boggs said they have not yet been defined, but each detailed procedure and policy includes an agreement with the pertinent agency that lays out the specific performance measures. Chairperson Arnett asked if the performance measures relate solely to the RPTA portion of the plan. Mr. Boggs said it is his understanding the performance measures related to rail are defined by statute so their study will relate to those components for which they are responsible. Chairperson Arnett asked Mr. Boggs if they would be willing to help CTOC establish the performance measures that were expected to be in place when the voters voted for

Proposition 400. Mr. Boggs suggested they brief the Committee once they are further into the process.

- Chairperson Arnett said a 20-year plan does not appear to be in place for the colleges and community colleges throughout the region. He asked if that deliverable should be added to the RPTA plan. Mr. Jungwirth said he asked their Planning Manager to look at the issue after receiving comments from other concerned citizens. He said, while they know where the new service will go, they hope the cities will use the windfall they receive when the services are regionalized to add new service.
- Mr. Lunsford asked if RPTA is responsible for the bus pullout portion of Proposition 400. Mr. Jungwirth explained they are responsible for those certain capital improvements in Proposition 400 that fall in the routes already in the plan. He stated the cities will be responsible for new pull-outs.
- Mr. Boggs said, in addition to colleges, there are also some real serious transit issues in the west valley, explaining RPTA has and will continue to offer its assistance to address planning and operational issues.

4. Maricopa County Transportation Report:

Mike Sabatini, MCDOT Assistant County Engineer, explained their role in the Regional Transportation Plan, stating they are actively involved in the Loop 303 and expect to transfer leadership of that roadway back to ADOT in July of 2006. He noted funds for right-of-way preservation for the Loop 303 south of the Gila River were included in Proposition 400. He said, while he originally thought they might play a role in the I-10 reliever and Grand Avenue, he is not sure that will be the case. With regard to arterials, he said they will likely take a leadership role on the McKellips/Dobson project and are currently participating in the Gilbert Road Bridge and Jomax Road Right-of-Way project. He stated Glendale has the lead in the Northern Parkway project, but Maricopa County is expected to be the lead agency once it moves into design and construction. He said El Mirage may or may not have the capabilities to take the lead on the El Mirage Road project and the county sees itself being actively involved in the project.

Mr. Sabatini explained Proposition 400 includes about \$1.5 billion in arterial projects and MCDOT may play a role in \$1.25 billion in projects. He said the local match totals about \$375 million and they anticipate the county's exposure being as high as \$170 million over the 20 years. He noted they are the possible lead on about \$441 million in projects. He pointed out the background arterial network, CANAMEX Corridor and the Hassayampa Valley are not included under Proposition 400 and there will undoubtedly be another freeway corridor in the west valley. He identified the challenges they face, including heightened expectations, directed appropriations, and failing to exact fees from development because of the ½ cent sales tax.

Mr. Sabatini reviewed the status of MCDOT's major projects in a power point presentation.

Members asked the following questions and made the following comments:

- Chairperson Arnett suggested they add encroachment and cooperation with adjoining counties as another challenge.
- Mr. Lunsford asked Mr. Sabatini to comment on the comments made at the public meetings in Sun City relative to alignments and bridge crossings. Mr. Sabatini said they are actively involved in the Agua Fria River Crossing Study intended to identify existing crossings that can be expanded and new crossings between I-10 and Bell Road. He stated they have evaluated about a dozen crossings and found those near I-10 are in fairly good shape for the next 10 to 15 years. He said those in the central portion are good for the next five to seven years, but the crossings in

the northern portion need additional capacity now and in the future. He explained it is most difficult to provide additional capacity in the areas where additional capacity is most needed. He

stated Peoria Avenue appears to have some potential, but a vigorous opposition campaign began before it was even offered as an option.

- Mr. Lunsford noted one of the movements among cities is to move their bonding capacity for public safety and transportation projects from their six percent cap to their 20 percent cap. He asked Mr. Sabatini if he feels that movement should go forward. Mr. Sabatini said in his opinion transportation is one of the most important services the county can provide.
- Chairperson Arnett asked if there have been any conversations in his organization about using the county's bond capabilities to purchase future rights-of-way to save inflation costs. Mr. Sabatini said he has heard discussions about bonding for a number of things, but in his 12 years with the county he has never seen a bond for anything. Chairperson Arnett said certain factions would like the county to engage and use their bonding capacity and, while he does not necessarily agree in terms of construction, he does think the idea has merit in terms of acquiring future rights-of-way. Mr. Davis agreed it would be wise to acquire rights-of-way in still rural areas that will soon become metropolitan areas. Mr. Lunsford also agreed the concept should be discussed. Mr. Sabatini pointed out there is some debate about where Maricopa County can spend its revenues. Chairperson Arnett expressed his opinion that reason is a cop-out. Mr. Sabatini said it is the unofficial opinion of the County Attorney.

Mr. Hayden asked the Board if Jim Dickey could be added to the agenda and give a Transit update. The Board agreed.

Jim Dickey, Director Public Transit Division, ADOT, referenced a memorandum he prepared regarding commuter rail, stating they have had continuing discussions on the issue with a variety of different staff members, organizations and the Governor's Office. He explained the memorandum was jointly prepared in an attempt to recognize the relationship between the different organizations in trying to identify multi-modal options whether or not they are included under Proposition 400. He referred to three items on Page 2 of the Memorandum, stating it is critical that they look at it from a system perspective, take a partnership approach, and establish a realistic understanding of the costs involved when determining if a commuter rail solution is viable for the valley. He said discussions subsequent to his writing the memo have focused on the next steps, which are to establish a baseline of current infrastructure and to interpret that baseline in terms of developing a high capacity passenger program. He noted a lot of change has occurred in state and county infrastructure since the last inventory was done in 2000, therefore, it is important to look at the current status of the infrastructure to determine if and how a commuter rail system might be initiated. He recommends they establish a strong partnership with MAG to develop a baseline and a plan that could be implemented at some point in the future. He said they have already scheduled a meeting with the Arizona Corporation Commission since they have oversight responsibility for certain aspects of rail in the State. He estimated the assessment and inventory aspects of the issue to take about one year to complete.

The following questions and comments were made:

- Chairperson Arnett asked if ADOT has funds to pay for the rail study and inventory. Mr. Dickey explained the baseline inventory assessment and the commuter rail plan will probably cost about \$500,000, stating between MAG, ADOT and Proposition 400 he thinks they will be able to obtain the necessary funds. Chairperson Arnett suggested they approach the Corporation Commission for funding.
- Mr. Lunsford noted New Mexico purchased 100 miles worth of Right-of-Way, asking if Arizona could consider taking a similar step down the road. Mr. Dickey explained the New Mexico purchase brought the Northern Santa Fe very close to abandonment and the deal

- they got would not likely be available in Arizona's operating environment. Mr. Lunsford asked Mr. Dickey if he is familiar with conversations between some of the northwest valley cities and the NSF. Mr. Dickey responded yes. He said not only will the baseline study help them understand what the current infrastructure will support, but also better understand the short term plans of the Northern Sante Fe and Union Pacific Railroads.

5. Staff Report:

Bill Hayden, ADOT, reported the following information:

- **Santan Freeway:** A three-mile segment will open this Saturday. A very large turnout is expected at the opening ceremony. The remaining 12 miles from Gilbert to Elliott will be completed next year. Staff has been working with the contractors to keep construction activities on schedule.
- **Red Mountain – Power to University:** Construction bids opened last month. Pulice Construction is the apparent low bidder at \$195 million, which is about \$63 million over the State's programmed amount. The higher bid is reflective of current market prices for various construction materials and labor. He suggested they update the Committee with a full report on the status of construction costs and the accumulative impact of those cost increases on the freeway program at a future meeting. Staff has recommended the Board approve the contract.
- **Red Mountain - SR 51 to Price Freeway:** The Design Concept Report and Environmental Study are underway. Completion is scheduled for February 2007. Two public meetings were held last week and the last week of November. The project will add one additional general-purpose lane to that segment to address increasing traffic numbers.
- **South Mountain Freeway:** We held three informational meetings in November. A total of about 2,700 people attended the meetings, 2100 of which attended the meeting in Ahwatukee. A tremendous amount of emotion was expressed by the individuals in attendance. Most of those who attended the Ahwatukee meeting appeared to not be in favor of the freeway construction on Pecos Road. The next steps include an announcement by Federal Highway Administration and ADOT in early spring of a recommended alternative alignment for the west valley. We will continue completing the draft Environmental Impact Statement and hope to have it completed in 2006. We will then hold public hearings to obtain public input on the draft EIS and hope to seek Federal Highway Administration approval later in 2006. He stated, once approved, the final EIS will be processed and they will receive the federal Record of Decision, which completes the process.
- **West Valley:** Environmental Studies have progressed on the Happy Valley to I-17 section of the Loop 303. We anticipate holding a public hearing on that section in late January. The \$26 million modernization of Grand Avenue, Glendale and 59th Avenue is progressing with the recent opening of the bridge. The remainder of the project will be completed in the spring of 2006.
- **US 60 – Gilbert to Power:** The project will result in the completion of five general purpose lanes and one HOV lane. The project is expected to be completed in mid-2007.

The following questions and comments were made:

- Chairperson Arnett asked what the estimated date of completion is for the Santan. Mr. Lance said their optimistic schedule calls for completion of the three remaining projects in late-June.

- Chairperson Arnett asked for a brief summary at the Committee's next meeting of the summit that will be held on construction. Mr. Hayden noted the construction summit meeting is scheduled for January 6.
- Mr. Lunsford commended ADOT for working with the community and their efforts to assist merchants in the affected area. He noted their promotional effort received one of WESTMARC's Best of the West Awards. Mr. Hayden said the extensive public involvement, participation activities, and educational data have proven very effective.

6. Call to the Public:

Dianne "D.D." Barker, citizen, said she listened to the different administrative studies and wishes Mr. Boggs the best, but the truth is solvency, audit of the real funds in the system. She said when they sign an agreement with cities that they do not have to start paying their share until the federal government pays 50 percent, but the federal government only pays 30 percent until 2011, they begin to see that the Emperor has no clothes. She said they need to look at what needs to be reformed, noting she often gets around better on her bicycle than on the buses.

She asked CTOC to check with DPS to ensure unauthorized vehicles are being kept out of the HOV lanes. She expressed her opinion that the communities, even those who do not like transit, are seeking multi-modal solutions. She said they need to look at the Broadway curve. She said she wrote a letter expressing her concern that they gave rail money to pay Carter Burgess for the initial MIS, when they were not to be paid by RPTA. She referenced a progress report by Valley Metro Rail that says it is short on the early plan, behind one-half in construction and cost counts have not been developed. She encouraged the Committee members to read the report, stating the issues it discusses, real estate and utilities, stand in front of the project meeting the schedule for the Record of Decision. She submitted to CTOC her review of the MAG meals scenario, stating the public takes the position that the meals should be done per the law.

William "Blue" Crowley, citizen, said, "Here are copies of the 27th Avenue bus line and all their bus stops. Here's a copy of the bike maps and some other things I'll be showing you on it. If its not on the map, and this is a MAG bicycle map, it's not considered. You know, if it's not there, how do you do it. We'll start with Roc's area there's 150 square miles on this part of the map that isn't even there. So when you're doing bicycle facilities and you take out 150 miles on that part of the county, how are you doing it? And if you take it from the western part of the county what you get...excuse me, 150 over here, not even going into the rest...if you go into the western part of the county at the 303...60 percent of the county is west of the 303...not even on the map. So when you don't have it for my bicycles, what about my buses? Well, if you look in the bus book, it's an even a smaller area. When you look at what you're going to be doing with your area road projects, with your arterials and improvements, if you're not putting a bus on that same street, why are you doing it? I note that they're going to be having a bus stop program and standards, but you notice that is behind the dial-a-ride study and behind the park and ride study. I'll point out to you that in your document here where it has what you're supposed to be doing, et cetera, that in here it shows that there's \$461 million for passenger facilities. You all have been passing that route thing around. You notice how many places it says "no shelter, no bench"? Now on that...and that's just the 27th Avenue route...it's 15 miles long. There are 13 stops with shelters. It also shows there are 23 with benches, but 13 of those are with the shelters. There are 90 stops on that route. How many of them have bus pullouts because if it's a 16 mile long route, you need to have how many bus pullouts along that route? Well, if you're only going to be getting 1,200 of them, I just checked the bus map and if we use the grid as it was intended for the bus and fill in the whole grid, we got 30 miles by 40 miles. Multiply that together. That equals 1,200 you have, one bus pullout at each one of those intersections? That's not getting the job done. That's not doing it right.

I look at the Canamex and I wonder. I brought that to this Committee how many times saying you need to have that on paper because right now the Canamex is running where Bill? Through the center of Phoenix. That's on your maps, right?

Mr. Hayden clarified the Canamex is not running through the center of Phoenix.

Mr. Crowley continued his comments, stating, "On the maps it is not going up 85, it isn't going up Vulcher Mine. On the maps right now that you have it's going through the center of Phoenix. Until those maps have been changed by the Board that's where it goes.

Chairperson Arnett informed Mr. Crowley he has another 30 seconds.

Mr. Crowley continued, stating, "Capital facilities shows \$461 million. What you're doing is bus bays and 13 park and ride lots, and transit centers. We've got 6,914 bus stops, of which a little over 1,800 have shelters. One of the things that needs to be done before we cover one parking space in a park and ride lot for the rail is that we need to get the buses up to standard. That's why I am up before the committee trying to point out and give you the factual information such as from the manager's meeting minutes. I'd like to present this to the Committee and the Chair, stating we are in total violation. We are going to get sanctions. You've only been a part of this process in a leadership role for how long? That goes on your doorstep sir. What have you done to make it otherwise? In your transit report it was stated in your minutes. If Elizabeth had any problem you've got my number you could have called me. I did speak on each of those specific agenda items that were action items. I also pointed out that by not allowing me to speak on them you were in violation of the federal guidelines and that from now on when you do have an action item, since you are a citizens committee, you need to have the citizens to be able to speak. Thank you for indulging me for the extra time.

7. Next Scheduled Meeting:

Tuesday, January 24, 2006, 4:00 p.m.

Location: to be announced

Chairperson Arnett submitted a list of meeting dates for the upcoming year. He asked members to notify him if the dates will not work with their schedules.

8. CTOC Member Reports:

Mr. Davis referenced a document from Mayor Hawker, which says they must find ways to stop the diversion of funds out of the HURF.

Mr. Lunsford said over the past five years reports from Legislative staff indicate that as much as \$850 million is being diverted. A "loan" of \$118 million was made from the HURF fund to the General Fund during the last legislative session. We are going to see a groundswell effort between business and the public sector to support the repayment of HURF funds in the next legislative session. It is extremely important to all of the municipalities in terms of their ability to provide matching funds or to use funds in the way they need to use them.

Mr. Davis asked if there is anything CTOC should do to help support the position. Mr. Lunsford suggested they wait for the position to crystallize and then prepare an agenda item in support of the position. Chairperson Arnett suggested they make it an agenda item for the January meeting.

9. Closing comments and Adjournment:

There were no additional comments.
Meeting adjourned at 6:05 p. m.